



Job Seeking Skills Workshops

No cost workshops open to all job seekers

September 2016

Job Seeking Skills	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	Sept 6, 13, 27 Sept 20	1:00 PM–3:30 PM 9:00 AM–11:30 AM	Brigham City EC Brigham City EC
INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	Sept 6, 13, 27 Sept 20	9:00 AM–11:30 AM 1:00 PM–3:30 PM	Brigham City EC Brigham City EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Sept 6, 29 Sept 12, 19, 26 Sept 20	12:00 PM–4:00 PM 9:00 AM–1:00 PM 9:00 AM–1:00 PM	Logan EC Logan EC BATC Logan Campus
EMPLOYMENT ESSENTIALS LAB: Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop.	Sept 9, 16, 30 Sept 2, 23	2:00 PM–4:00 PM 10:00 AM–12:00 PM	Logan EC Logan EC
EMPLOYMENT ESSENTIALS - YOUTH AGES 14+: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Sept 7	3:00 PM–5:00 PM	Logan EC

Register at jobs.utah.gov or speak with an employment counselor.

Employment Center (EC) Locations:

- ★ Brigham City EC
138 W. 990 S.
- ★ Logan EC
180 N. 100 W.
- ★ BATC Logan
1301 N. 600 W.

To schedule one-on-one practice interviews, call 866-435-7414

continued

Plan to arrive 10-15 minutes before the workshop begins. Workshops *START* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to re-schedule.*

Department of Workforce Services • jobs.utah.gov



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PROFESSIONALISM: SUCCESS IN THE WORKPLACE: Learn about skills employers are looking for including image, work ethic, team work, communication, organizational and problem solving.	Sept 8, 21	2:00 PM–4:00 PM	Logan EC
*LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. <i>*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.</i>	Sept 12, 26	2:00 PM–4:00 PM	Logan EC
JOB SEARCH STRATEGIES: Learn strategies to effectively job search online and in person. You will also learn how to network, create a professional brand and develop a marketing message.	Sept 8 Sept 21	9:00 AM–11:00 AM 12:00 PM–2:00 PM	Logan EC Logan EC
FEDERAL APPLICATIONS: Learn how to navigate the federal employment application process. Learn the tips and techniques to become a highly qualified candidate.	Sept 7	10:00 AM–11:00 AM	Logan EC
MILITARY EXPERIENCE MATTERS: Learn how to transfer your military experience and skills to civilian employment using state and federal resources.	None		

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Life Skills			
BUDGETING: Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank.	Sept 19	2:00 PM–4:00 PM	Logan EC
ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.	Sept 27	9:00 AM–1:00 PM (PART 1)	Logan EC
	Sept 28	9:00 AM–1:00 PM (PART 2)	Logan EC
	Sept 14	9:00 AM–1:00 PM (PART 2)	Brigham City EC
	Sept 15	12:00 AM–4:00 PM (PART 2)	Brigham City EC
HOW TO AVOID FALLING IN LOVE WITH A JERK OR JERKETTE: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.	Sept 8	9:00 AM–4:00 PM	Brigham City EC
	Sept 13	9:00 AM–4:00 PM	Logan EC
STRENGTHENING THE COUPLE RELATIONSHIP: Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.	Sept 14	9:00 AM–4:00 PM	Logan EC
PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.	Sept 15	9:00 AM–4:00 PM	Logan EC

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